

The background of the entire page is a close-up, slightly blurred image of the United States flag, showing the stars and stripes in a draped, wavy pattern. The colors are vibrant, with deep reds, bright whites, and a dark blue field with white stars.

ILLINOIS NATIONAL GUARD

TPP 904-1


General

SUPERVISOR'S HANDBOOK

This supersedes Technician Personnel Plan 904-1, dated 1 October 1996.

Users of this publication are invited to send comments and suggested improvements, through command channels, to The Adjutant General of Illinois, ATTN: HRO, 1301 N. MacArthur Blvd, Springfield, Illinois 62702-2399

FOR THE ADJUTANT GENERAL:


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GENERAL

1-1 PURPOSE: This handbook provides supervisors with guidance for technician personnel administration and utilization within the Illinois Army and Air National Guard. It is also a "how to" book to be used in conjunction with other Technician Personnel Plans and publications as supervisors administer the day-to-day technician personnel function.

1-2 RESPONSIBILITIES:

a. The Office of Personnel Management (OPM), the Merit Systems Protection Board (MSPB) and the Federal Labor Relations Authority (FLRA) are charged with the overall administration of (or have administrative responsibility under) a number of basic laws affecting employees of the United States.

b. The Department of Defense and the Departments of the Army and Air Force are agencies for the purpose of administering the Federal personnel system within the respective department.

c. The National Guard Bureau is a joint bureau of the Departments of the Army and Air Force. It is a primary national subdivision and acts for the respective Secretaries with respect to administration of the technician program.

d. The Adjutant General of Illinois has direct responsibility under the law to employ and manage the Army and Air National Guard technicians in Illinois.

e. The Human Resource Office (HRO) is a joint staff office under the Adjutant General to assist in discharging his or her obligations for the administration of the National Guard Technician Program.

1-3 AUTHORITY FOR TECHNICIAN PERSONNEL: Public Law 90-486, National Guard Technician Act of 1968 (32 USC 709) established the statutory authority for granting Federal status to the National Guard's full-time workforce. Prior to the Technician Act, Guard employees were covered by personnel systems within the respective states. This Act specifically included technicians under the Federal retirement, pay, and health and life insurance systems, while recognizing the unique military and state characteristics associated with the National Guard. The Adjutant General remains the appointment authority for technicians as well as the final appellate authority with respect to a wide range of personnel actions affecting technicians.

1-4 TECHNICIAN PERSONNEL: Technician is the general term applied to any employee of the Department of the Air Force or Army under the authority of 32 USC 709, National Guard Technician Act. Military technician is the term applied to those technicians who are required to be members of the National Guard as a condition of employment. Approximately 95% of the National Guard's technicians fall in this category. The remaining technicians are competitive employees. Basically, individuals employed in this category are not required to be members of the National Guard and must meet the competitive status criteria established by the Office of Personnel Management. The National Guard Bureau has established the respective appointment requirements for each position.

1-5 PERSONNEL MANAGEMENT: The goals and objectives of the technician personnel program as well as the personnel management evaluation (PME) system are outline in TPP 250, Illinois National Guard Personnel Management Evaluation Program.

1-6 NATIONAL GUARD BUREAU TECHNICIAN AND AGR PUBLICATIONS:

a. The National Guard Bureau, as a supplement to the directives of the Office of Personnel Management, publishes the Technician Personnel Regulations (TPRs). In a few instances, NGB published these TPRs with distribution to include a copy to each supervisor of technician personnel. All of these publications are available for review, by appointment, in the Human Resource Office or payroll activity by individuals or organizations having a legitimate requirement concerning their content. You can also view these TPR's at <http://www.ngbpd.c.ngb.army.mil>. In the case of Air Bases, the Remote Designee should be responsible for maintaining these publications.

b. Policies, procedures and guidance for administering the Active/Guard Reserve (AGR) program are published through the appropriate military channels by NGB. The basic regulation governing the ARNG AGR program is NGR 600-5 while the ANG program is covered in ANGI 36-101.

c. National Guard Bureau Letters (All States Letters) provide specific guidance and information related to personnel management. These letters are issued with an NGB centralized numbering system. "All States Letters" explain, clarify or advise about policy issues.

1-7 ILLINOIS HUMAN RESOURCE OFFICE PUBLICATIONS RELATIVE TO TECHNICIANS AND AGR PERSONNEL:

a. TPR Supplements (TPR Supp) are published by the HRO to supplement those NGB TPRs, which are distributed to all supervisors of technician personnel. They provide the supplementary information applicable within the Illinois National Guard necessary to implement the NGB TPR within the State. They are filed and interleaved within the pages of the respective NGB TPR, paragraph-by-paragraph. Filing instructions will be included at the bottom of the pages. Changes will include a dated cover sheet accompanying dated and numbered replacement sheets for changed material or will in the instance of minor, easily posted corrections, contain instructions for pen-and-ink changes.

b. Technician Personnel Plans (TP Plans) are published by the HRO to establish procedures, instructions and guidance. They are regulatory in nature. When a TP Plan is organized in chapters, it will be prefaced with a table of contents. Otherwise, a table of contents will be included only if the size and complexity of the material makes such a table useful. Changes will be made by substitution of pages with a change sheet providing instructions of the revised pages. Paragraphs or chapters changed or added will be identified by asterisk. TP Plans will be numbered for identification coincident to the chapters and subchapters of the Code of Federal Regulations containing corresponding material. Distribution will be determined on the basis of applicability of the contents, but will normally be distributed to all units and activities of the Illinois Army and Air National Guard and frequently to all supervisors of technician personnel. In the case of collocated activities (CSMS, AASF, and ANG Bases); it is not necessary for every supervisor to maintain a complete set of the TP Plans. The activity

manager may establish a centralized library similar to other functional libraries. A complete set of technician personnel regulations must be readily accessible to all employees and supervisors. This does not preclude a supervisor from maintaining these plans.

c. Human Resource Office Newsletters are published by the HRO to disseminate news and information of concern to technicians and/or AGR personnel. They are to be circulated and/or posted for review by all full-time Federal personnel and those who administer them. The information in HRO Newsletters is of a temporary or one-time-notice nature. Accordingly, they need not be retained after dissemination to all interested personnel. They will normally be issued at the beginning of each month. Additional issues will be published when necessary.

d. Technician Vacancy Announcements (TVA) are published by the HRO to solicit applications from available technicians. The issuance of Technician Vacancy Announcements is in accordance with current merit promotion and placement regulations.

e. Military Tour Announcement - Active Guard/Reserve (AGR) IL ARNG are published by the HRO to solicit applications for available ARNG AGR vacancies. They are issued in accordance with NGR 600-5.

f. Military Duty Tour Announcements (IL Air National Guard) are published by the HRO to solicit applications for AGR vacancies in the ANG. Generally, they correspond to a similar technician announcement to provide fair and equal promotion and placement opportunity for both AGR personnel and technicians. They are issued in accordance with ANGI 36-101.

g. Supervisors and Managers Bulletins (SMB) are published by the HRO to provide guidance, information and procedural requirements to all supervisors and managers which are not specifically addressed in other publications with respect to management of the technician and AGR workforce. SMBs will be issued in numerical sequence. Normally SMBs with lasting information or guidance will be included in changes to TP Plans or TPR Supplements or this handbook.

1-8 RELATIONSHIPS BETWEEN THIS HANDBOOK AND LABOR AGREEMENTS: Each supervisor must abide by the effective labor agreement in supervising members of any covered bargaining unit. Technicians who are not members of a covered bargaining unit will be supervised in accordance with the guidance in this handbook. Technicians who are members of a covered bargaining unit will be supervised in accordance with the guidance in this handbook (TPP 904-1 thru 904-13) to the extent that it does not conflict with the terms of an applicable effective labor agreement including unwritten provisions established through past practice.